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Agricultural Marketing Service



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Federal Grain Inspection Service



ACTION BY: All Divisions and Offices, AMS, FGIS, and OT

PROCURE
CURRENT SERIAL RECORDS

Acceptance of Contributions From Non-Federal Sources
for Travel Expenses

I PURPOSE

This Instruction:

A Sets forth general requirements on the acceptance of contributions from non-Federal sources for the payment of travel expenses in connection with cooperative arrangements and attendance at meetings.

B Provides information on cooperative arrangements required to document the acceptance of contributions by the Agricultural Marketing Service (AMS), Federal Grain Inspection Service (FGIS), Office of Transportation (OT), and employees of each Agency.

C Describes allowable methods under which the Agency and employees of each Agency may accept contributions.

D Prescribes methods of accounting for contributions made directly to employees of each Agency.

II COVERAGE

A This Instruction does not apply to employees in Federal-State cooperative offices who, by provision in cooperative arrangements, are also considered a part of the State cooperator's staff when they travel and/or attend meetings in that capacity and the Agency does not bear any of the expenses.

B For requirements on acceptance of contributions from non-Federal sources in connection with employee training, see AMS/FGIS or FGIS Instruction 380-1, Training and Employee Development Program, and AMS/FGIS Instruction 412-1, Financial Aspects of the Government Employees Training Act.

DISTRIBUTION:
A,M,O,S,P,F,T

MANUAL MAINTENANCE INSTRUCTIONS:
Revised to update. Remove AMS
Instr. 460-5, dated 3-31-75. File
this Revision.

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III REQUIREMENTS ON ACCEPTANCE OF CONTRIBUTIONS

A General requirements for accepting contributions are that:

1 The travel is related to the accomplishment of established cooperative programs, or a mutual interest exists in that benefits accrue to both the Agency and the cooperator. For restrictions on the acceptance of certain types of contributions see paragraph B, below.

2 The proposed arrangement is in writing.

3 Federal travel costs are reduced to the extent that the contribution covers the travel costs.

B The following types of contributions shall not be accepted:

1 Compensation on projects which draw substantially from official U.S. Government data or ideas.

2 Honorariums for speaking engagements, written articles, addresses on radio or television, or other appearances performed as a part of an employee's official duties, including travel, travel accommodations, and other expenses incurred in fulfilling such engagements. The restriction (applicable to the employee and members of the employee's family) on acceptance applies:

a To both direct payments and payments in kind, such as to the furnishing of air or rail tickets, or hotel accommodations.

b To indirect payments, such as when the employee endorses the check to a charitable organization, or the employee does not directly receive the check but requests that it be sent to a charitable organization.

IV COOPERATIVE ARRANGEMENTS

A Types. An arrangement which provides for the payment of travel and subsistence expenses by the cooperator may be as follows:

1 Cooperative Arrangement To Conduct a Program of Work. In most cases this is a formal numbered cooperative agreement which sets forth the cost-sharing arrangements for carrying out the joint project.

2 Cooperative Arrangement To Attend a Meeting. This type of cooperative arrangement may be a jointly signed memorandum, or may consist of an exchange of official correspondence. When a cooperator offers to pay the travel expenses for attendance at a meeting, the arrangement shall be documented as a part of the formal agreement.

(IV)

B Contents. The cooperative arrangement shall:

1 Outline the mutuality of interest and the benefit to the Agency and to the cooperator. If the cooperative arrangement for attendance at a meeting does not clearly show the benefits each party will receive, the Division, Staff, or Regional Director responsible for the program shall prepare a memorandum containing this information. The memorandum will serve as support for the acceptance of contributions.

2 Set forth the cost-sharing arrangements for specific travel items.

3 Prescribe the methods by which the contribution will be made (see Section V, below).

4 Provide for only those travel expenses required to carry out the cooperative arrangement.

5 Provide for one of the following, when contributions are to be made directly to the employee:

a In the case of cash contributions, include a statement to limit allowances to those allowed an employee when performing official travel under the Federal Travel Regulations. However, when the cooperator is a non-Federal Government agency (that is, a State, county, or municipal agency) whose allowances are mandatory and greater than those of the Federal Government, the cooperator should not be required to adjust its allowances to meet those of the Federal Government. (See Section V B 1 for kinds of cooperators from whom employees may accept cash contributions.)

b In the case of contributions in kind (see Section V B 2), include a statement that the expenses are in line with those allowed employees who perform travel under the Federal Travel Regulations.

V ALLOWABLE METHODS FOR ACCEPTING CONTRIBUTIONS

Cooperative arrangements may provide for acceptance of contributions, by the agency or the employees, under the methods set forth below, subject to the limitations stated.

(v)

A Acceptance of Contributions by Agency. The arrangement may provide for the acceptance of contributions by the Agency, either in the form of advances of funds or reimbursements for expenses incurred. Except as stated below, contributions from non-Federal sources are for deposit to a trust account (advances) or to miscellaneous receipts (reimbursements). Such contributions may reimburse an appropriation only when:

1 Specifically authorized by law.

2 The cooperator is a tax-exempt organization described under 26 U.S.C. 501 (c)(3), as:

"Corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting, to influence legislation, and which does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office."

Contact the Fiscal Operations and Systems Branch, Financial Management (FM) Division, through the appropriate Administrative Staff or office to verify whether organizations claiming to be exempt so qualify.

3 The cooperator is a non-Federal Government Agency.

B Acceptance of Contributions Directly by Employee.

1 Cash Contributions. The arrangement may provide for an employee to accept cash only when the cooperator is:

a A non-Federal Government agency, or

b A tax-exempt organization described under 26 U.S.C. 501 (c)(3) (see paragraph A 2 above).

(V B)

2 Contributions in Kind.

a An arrangement with any cooperator, even though not a non-Federal Government agency or tax-exempt organization listed under 26 U.S.C. 501 (c)(3), may provide for acceptance of a contribution in kind. That is:

- (1) Transportation tickets,
- (2) Use of motor vehicle furnished by cooperator,
- (3) Subsistence, and
- (4) Other travel expenses in kind.

b Transportation furnished by a cooperator, such as driving a visiting Government official to review work under agreement need not be documented.

VI ROUTING AND DISTRIBUTING DOCUMENTS

A Cooperative Arrangement To Conduct a Program of Work.

1 The initiating Division, Staff or Region shall forward the cooperative arrangement through their Administrative Staff or Office to the Administrative Services (AS) Division, as set forth in AMS/FGIS Instruction 201-1, Cooperative Documents.

2 The AS Division shall:

- a Review the arrangement.
- b Obtain approvals.
- c Distribute copies as required.

B Cooperative Arrangement To Attend Meeting.

1 The initiating Division, Staff, or Region shall submit the cooperative arrangement, in original and 1 copy, to the Fiscal Operations and Systems Branch, FM Division, through their Administrative Staff or Office. When a meeting of the type listed below is involved, also submit Form AD-179, Request To Attend Meeting. (See AMS/FGIS Instruction 112-1, Attendance at Meetings Outside the Department, Exhibit A, for copy requirements.)

(VI B 1)

- a National.
 - b International, regardless of where held. (Form AD-202, Travel Authorization, is required.)
 - c Meetings held in other countries. (Form AD-202 also required.)
- 2 The Fiscal Operations and Systems Branch, FM Division, shall:
- a Review the cooperative arrangement.
 - b Obtain approval by the Deputy Administrator, Management.
 - c Upon approval, return the arrangement to the initiating Division through their Administrative Staff or Office.

VII ACCOUNTING FOR CONTRIBUTIONS TO EMPLOYEES

A Cash Contributions.

- 1 Reimbursements. Usually contributions will be made as a reimbursement to the employee upon submission of a completed travel voucher to the cooperator.
- a The employee shall forward the travel voucher, in original and one copy, to the approving supervisor for review and approval.
 - b The supervisor shall:
 - (1) Review the voucher for compliance with the cooperative arrangement.
 - (2) Forward the original voucher, if approved, to the cooperator.
 - (3) Retain a copy of the voucher in office files.

(VII A)

2 Advances. When the cooperator must advance funds to the employee for purchase of transportation tickets or for other travel expenses to be incurred:

a The employee shall submit to the approving supervisor an itemized statement which accounts for the expenditure of the funds.

b The supervisor shall review the statement for compliance with the cooperative agreement and, if approved, retain the itemized statement in the office files.

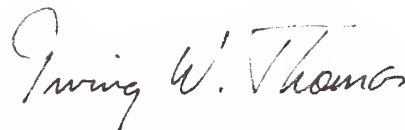
B Contributions in Kind.

1 When all expenses of a trip are furnished in kind by a cooperator, the employee need not submit an itemization of the travel expenses furnished. However, the employee should accept only those travel items required to carry out the terms of the agreement.

2 When part of the expenses of a trip are furnished in kind by a cooperator:

a The employee shall report on the travel voucher the expenses furnished in kind by the cooperator and those chargeable to the Agency, and forward the voucher to his/her supervisor.

b The supervisor shall review the voucher for compliance with the agreement, and, if approved, forward to the National Finance Center for payment.



Irving W. Thomas
Deputy Administrator, Management

